

# Job Description



<b>Service Area:</b>	Environmental Services
<b>Job Title/Grade:</b>	Open Spaces Apprentice
<b>Responsible to:</b>	Principal Open Spaces Officer
<b>Our Culture &amp; Values:</b>	All job roles at Rochford District Council require the post-holder to be flexible and proactive in their approach. Being customer focused and willing to maximise your potential at work are expected. We all work together to achieve the very best for our residents which sometimes means getting involved in projects and trying new tasks outside of your day to day job role. We love our staff to suggest new ideas and to have enthusiasm to try out new experiences. If this sounds like a place you would like to work then read on for more detail on this job role.

## Main Responsibilities

- Provide a quality service to all the Council's clients.
- Carry out general grounds maintenance operations, which include, mowing, strimming, planting, pruning, weeding, hedge cutting, turfing, and path maintenance to improve the general appearance of the cemeteries, and other open spaces as instructed. To plant bulbs, trees, roses and shrubs as instructed by the line manager.
- To assist in the Felling, snedding, extraction and conversion of timber and coppice
- To carry out Arboricultural works in Open Spaces and managed estates and provide assistance to the woodlands section for works in local woodlands and managed estates
- To carry out Tree planting at specific sites to a specified design, subsequent management and maintenance.
- To provide cover and assist in undertaking tasks related to the cemetery operative posts whenever the occasion arises;
- To gain experience in Operating Tractors, mini-diggers and tractor operated machinery. In addition to the usual range of tools and equipment, the use of powered tools, hand saws, hedge cutters, generators and mechanical water pumps is required.
- Maintain and promote correct use and operation of machinery and tools, and report breakdowns to Line Manager. Ensure all daily maintenance and safety checks are carried out
- To carry out routine daily vehicle and equipment checks and cleaning duties in accordance with vehicle and equipment manufacturer's instructions and complete daily log sheets.
- To assist in undertaking Estate works in all the Council's woodland and open-spaces, such as fencing, installing benches, maintaining surfaced routes etc. and other light construction works.



## Main Responsibilities

- Duties to be completed out doors exposed to all weather conditions including extremes of temperature, wind, rain and snow etc.
- Attend training and development courses as required in order to maintain continuous professional development standards and/or to meet departmental or corporate priorities or objectives.

## Corporate Responsibilities

- To observe all of the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.
- To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.
- To support the Council's Equalities & Diversity Policies.
- All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.
- To contribute to project work arising from the Business Plan and to undertake any other reasonable duties as may be required from time to time by the Line Manager/ Leadership Team.

## Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the relevant Assistant Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

Signed (Postholder):

Dated:



## Personal Specification

<b>Post</b>	<b>Open Spaces Apprentice</b>
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### Essential Requirements

#### Qualifications

- GCSE Grade A – D in Maths and English

#### Ability

- Able to prioritise work appropriately
- Ability to work in poor weather conditions.
- Ability to start work at 07:30
- Able to work to deadlines and work under pressure
- Flexible, pro-active and adaptable
- Effective team working, sharing ownership of team goals and workload
- Commitment to maximising potential and continuous improvement of self and of service
- Able to contribute positive suggestions and willing to take forward
- Able to establish and maintain effective relationships with people at all levels
- Able to work outside normal office hours occasionally
- Able to make regular site inspections, as required
- Driver and vehicle owner or have access to driver and vehicle
- Willing to adopt a flexible approach to working arrangements when required

### Desirable Requirements

#### Qualifications

- Full Driving Licence

#### Knowledge and Skills

- Horticultural knowledge
- General building/mechanical skills
- Able to work effectively as part of a team

#### Experience

- General groundwork/estate management
- Experience of using mechanical grass/bush cutters/hedge cutters
- Experience of dealing with public enquiries/conflict
- Experience of Horticulture/Arboriculture/Woodlands